Mountain State University

Associate in Science in Medical Assisting

STUDENT DATA:

NAME: ROADMAP'S DEGREE   **SSN:** 000-00-0000

	Credit Required	Potential Credit

English Composition I (ENGL 101) [EN024A]   3.00

(Prereq: 100, ACT score of 17 or higher, or test placement. Explores expository writing as a process. Students work through a series of papers with different goals, emphasizing focus, invention, organization, development, grammar, and style. College credit by examination may apply.)
{DANTES Code = 11.07.00}

English Composition II (ENGL 102) [EN025A]   3.00

(Prereq: C or better 101, ACT score of 23 or higher, or test placement. Continuation of 101, emphasizing style, the study and practice of argument, and development and use of formal research skills.)

Principles of Psychology (PSYC 201)   3.00

(An introductory course to the field of psychology. Topics include the physiological basis of behavior, sensation, perception, learning theory, research methodology, motivation, stress and health, social psychology, and various other areas of psychology.   College credit by examination may apply.)
{DANTES Code = 20.09.00}

Business Math (MATH 104) [MH071A]   3.00

(Prereq: C or better 102, or placement score for 112. The arithmetic of business with emphasis on bank records, payroll, inventories, turnover, percentages, discounts, depreciation, interest, and installment loans and sale. College credit by examination may apply.)
{DANTES Code = 14.02.01}

Beginning Algebra (MATH 102)   3.00

(Prereq: C or better 100, placement score for 102, or ACT score of 19 or higher. Introduces algebra as a natural extension of arithmetic. As each algebraic topic is introduced, its relationship to arithmetic or to a previous algebraic topic is shown. Exponents, basic geometry, and measurements are also introduced.)
{DANTES Code = 14.01.00}

Introduction to Human Anatomy and Physiology (BIOL 212) [BL021A]   3.00

(Survey of all human organ systems. Organ systems are presented at the macroscopic and microscopic levels with emphasis on physiological mechanisms. College credit by examination may apply.)

{DANTES Code = 16.12.05}

Introduction to Human Anatomy & Physiology Laboratory (BIOL 212L) [BL13SA]   1.00
(Coreq: 212. Study of all of the systems of the body through human and
animal models. Anatomic study of the systems is related to the physiologic
study in the lecture. Lab experience conducted through a variety of methods
that may include CD-ROM. Formerly 212A.)

Computer Science Electives   3.00
(Choose courses from IT 101-105. College credit by examination may apply.
Visit the MSU website for a description of these courses.)

Humanities / Fine Arts Elective   3.00
(College credit by examination may apply. Visit the MSU website for a
description of these courses.)
{DANTES Code = 08.06.00 or most 08.XX.XX series}

Medical Ethics and Law (PHIL 200)   3.00
(An introduction to the legal implications of practicing any of the health
professions in today's society. Exploration of ethical issues faced by
health care workers, the philosophical base of ethical decision making, and
models for the decision-making process. Also listed as DMS 200.)
{DANTES Code = 17.05.02}

Financial Accounting (ACCT 210)   3.00
(The study of fundamental concepts necessary for the use of accounting
information. Emphasis is placed on using financial statements for
evaluation and analysis in decision making. College credit by examination
may apply.)

Keyboarding or Intermediate Info Processing (OFAD 201,101) [OF010A,OF006A]   3.00
(College credit for military training may apply. Visit the MSU website for
a description of these courses.)

Intermediate Info Processing or Adv Document Processing (OFAD 201,202)   3.00
[OF006A]
(College credit for military training may apply. Visit the MSU website for
a description of these courses.)

Medical Transcription I (OFAD 214)   3.00
(Prereq: 201 and HLTH 211 or equivalent proficiency. Application of basic
medical terminology concepts and usage is stressed and exhibited through
the successful transcription of medical documents including various reports
found in patient charts - such as history and physical examination reports,
x-ray reports, consults, operative reports, and discharge summaries.
Emphasizes production speed and accuracy with a minimum speed of 50 words
per minute.)

Medical Coding I (OFAD 218)   3.00
(Prereq: HLTH 211. Introduction to International Classification of Diseases
(ICD) and Current Procedural Terminology (CPT) coding systems used to
identify diagnoses and procedures/services provided by health care
providers. Includes basic billing procedures and the

insurance claims process.)

Administrative Procedures I (MAST 101)   3.00

(Introduces the allied health profession of medical assisting, which
encompasses both administrative and clinical skills. Begins with a study of
the history of medicine and medical assisting as a profession; identifies
health care settings and the health care team. Emphasizes therapeutic
Communication and coping skills for medical assistants; examines legal and
ethical issues as they relate to the health care industry and medical
assisting.)

Clinical Procedures I (MAST 105)   3.00

(Introduces basic clinical skills and provides practice in a laboratory
setting. Incorporates review of medical terminology; emphasizes human
growth and development and personal behaviors influencing health. Clinical
skills covered include taking and recording vital signs and completing a
medical history.)

Administrative Procedures II (MAST 201) [OF011A]   3.00

(Prereq: 101. Intermediate skills course for medical assisting, beginning
with a study of the facility environment. Introduces skills necessary to
keep the front office running smoothly, including the use of computers in
the medical office, proper telephone techniques, patient scheduling,
medical records management, and written communications.)

Clinical Procedures II (MAST 205)   3.00

(Prereq: 105. Intermediate laboratory skills. Covers examinations and
procedures related to each of the body systems, proper techniques for
assisting with minor surgery, diagnostic imaging, nutrition in health and
disease, basic pharmacology, electrocardiography, safety and regulatory
guidelines in the medical laboratory, working in the medical laboratory,
and basic microbiology. Includes hands-on experience performing skills
related to these areas in a laboratory setting.)

Administrative Procedures III (MAST 203)   3.00

(Prereq: 101, 201, OFAD 201. Advanced administrative skills in medical
assisting; culmination of skills learned in 101 and 201. Includes a review
of patient reception, telephone techniques, patient scheduling, using the
computer, records management, and communication. Also covers advanced
medical assisting skills including transcription of medical documents,
study of daily financial practices, medical insurance, medical coding,
billing and collections, and accounting practices)

Clinical Procedures III (MAST 207)   3.00

(Prereq: 205; BIOL 212 and 212L. Advanced laboratory skills. Covers the
calculation of medication dosages and medication administration,
phlebotomy, venipuncture and capillary puncture, hematology, urinalysis,
and specialty laboratory tests. Includes hands-on experience performing
related skills in a laboratory setting with the instructor.)

Clinical Practice (MAST 210)   4.00

(Prereq: 203, 207. Includes review of all skills, both administrative and
clinical, through special assignments and activities. Focuses primarily on

clinical rotations that provide an opportunity to apply theory and practice skills by working at a designated clinical site. Students are required to register and pay testing fee for the national medical assisting certification examination and to participate in activities to prepare for the exam.)

Introduction to Medical Informatics (HCMI 301)   3.00

(Introduces the concept of health informatics, encompassing a high level of integration of all aspects of health care. Includes review of managed care concepts, information system tools, and comprehensive management and consulting services that assist in integration, as well as health maintenance organizations (HMOs). Explores intranet and Internet uses and the transition to an electronic practice.)

Principles of Communication in Health Care (HLTH 200)   3.00

(Principles and techniques of collaborating with patients, families, and colleagues responsible for patient care; interaction with patients and families to provide psychosocial support; demonstration of effective and appropriate oral and nonverbal communication with patients and their families; promotion of effective interpersonal relationships in professional practice. Also listed as COMM 200.)
{DANTES Code = any 11.XX.XX series}

Introduction to Health Science (HLTH 103)   2.00

(Coreq: 103L. Introduction to the concepts, theories, and skills essential to providing basic health care. The foundation of practice in health care is emphasized in developing an understanding of most health care disciplines, health care organizations and economics, wellness and disease prevention, professionalism, and communication. Formerly 101 and 102.)

Introduction to Health Science Lab (HLTH 103L)   1.00

(Coreq: 103; documentation of current Level C CPR certification. Introduction to caregiving skills common to all health care disciplines. Includes techniques related to vital signs, infection control, and safety. Formerly 102A and 103A.)

Medical Terminology I (HLTH 211)   3.00

(Introduction to the study of medical word elements; the building, defining, spelling, and pronunciation of medical terms.)
{DANTES Code = 09.06.00}

Medical Terminology II (HLTH 212)   3.00

(Prereq: 211. Comprehensive study of diagnostic, surgical, procedural, pharmacological, and laboratory terms related to the systems of the body)
{DANTES Code = 09.06.00}

Excess Duplicate Credit

TOTAL 80.00   0.00

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas
we serve as an activity in support of your unit Educational Services Officer (ESO),
you are encouraged to seek assistance from your local ESO in your academic
endeavors. The following information is provided to help you understand what is
presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary
assessment of how your prior learning experiences might fit into the specified
degree program for this academic institution. If you choose to pursue this degree
option, you must present it to a college representative, who will review it for the
following:

o Accurate representation of the college's degree program requirements, including
course numbers and titles, credit hours for each course, lower- and upper-level
course requirements, and the total number of credits needed for the degree.

o Appropriate assignment of ACE Guide-recommended credit at the lower or upper
level for military service schools and occupations, CLEP, DSST, and other tests,
transfer credit for courses from other colleges and universities, certification
programs, etc.

o Appropriate assignment of SOC Course Category Codes from the SOC Handbook
Transferability Tables. The SOC Degree Program Handbooks can be obtained from the
SOC web site at: www.soc.aascu.org should you wish to learn more about the course
transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program,
please contact the USCG Institute at 1-405-954-7241. Your advisor will send the
college or university an official U.S. Coast Guard Institute transcript, a copy of
the degree plan, and a ready-for-signature SOC Student Agreement which, when signed
by a college official, becomes a contract for degree completion committing the
college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent
directly to this college from the administrative offices of the colleges you
previously attended. This degree plan is often used for information purposes by
college counselors pending receipt of the official transcripts from the source
colleges.

This degree plan is not intended to compete with your local college or university.
Keep in mind, you are allowed to transfer in a significant amount of the degree
requirements to this institution. As such, credit from local colleges, college
level examination programs, or advanced military training may be applied to this
degree. You may also complete the courses necessary from this college either in
residence (on campus or possibly on a military base at a campus extension in the
Education Center) or through distance delivery of the courses. If you have
questions, please contact the college counselor or your advisor listed at the bottom
of this Degree Plan.

DEGREE PLAN LEGEND:

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SH     =  Semester hours
VOC    =  Vocational, not relative to an academic degree
LL      =  Lower Level, i.e. courses at the Freshman/Sophomore level
UL      = Upper Level, i.e. courses at the Junior/Senior level
GL       = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **
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* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at http://www.soc.aascu.org/

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm   Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Mountain State University General Information:

Mountain State University founded in 1933, is an independent, not-for-profit university offering traditional classroom-based education as well as independent and distance learning programs. The University is accredited by the Commission on Institutions of Higher Learning and a member of the North Central Association of Colleges and Schools.   Located in the heart of downtown Beckley, West Virginia, 50 miles south of the capital of Charleston. Beckley, a city of 20,000, is the population center of southern West Virginia.

The University operates on a semester system that includes Fall, Spring, and two Summer semesters. The Fall semester begins in late August and ends mid-December. Spring semester begins in mid-January and ends in mid-May. The Summer terms run from the beginning of June through early August.

Mountain State University is a dynamic, four-year institution that also offers graduate programs. MSU has become the University of choice for many individuals throughout West Virginia, the nation, and the world.

Mountain State University offers online courses and degrees through WebCT, or Web Course Tools. WebCT is a home site for online courses and has tools on it that allow

students to access course information, communicate with their instructor and other students, and complete and submit assignments.

Distance learning is education delivered to locations away from the classroom. Distance learning can supplement or replace traditional classroom education through the use of instructional television, computer or Web-based training, and numerous other technologies. Distance learning makes professional development accessible to students who work during traditional classroom hours. Through flexible learning schedules, students can learn at their own pace and at a time and place that is convenient for them. Distance education also makes learning accessible to the disabled and others who are not able or cannot afford to come to a traditional college campus for their education.

Mountain State University's Independent Study Program currently serves students living throughout the state of West Virginia, the United States, and the entire globe. The IS program allows the student up to four months to complete a course in a location of his or her own choice. Students taking IS courses enjoy the flexibility and convenience of a study schedule that accommodates their individual and professional schedules. This program is especially appealing to working adults and those with scheduling obligations that prevent them from attending traditional classes.

Tuition for students is: $270 per credit hour. (subject to change)

For more information regarding this degree, please contact:

Tammy Murphy
Lead Online Recruiter
Mountain State University
500 South Kanawha Street
Beckley, WV 25802-9003
(800) 766- 6067 x1702
E-mail: tmurphy@mountainstate.edu
http://www.mountainstate.edu

POLICY NOTES:

General Requirements:
·   A minimum grade point average of 2.0.
·   A grade of "D" is NOT accepted in transfer.
.   12 resident credits required for the major.

.   The maximum amount of military credit that may apply to this degree is 49% of the degree (39 semester hours)

This college is rated as one of the nation's best in U.S. News & World Report's "America's Best Colleges" issue.

Evaluation completed by: Charles Morrison   On: 17 May 2007